**Copy and paste then update the signature below.**

**Jane Doe** (she/her) [pronouns optional]
Co-op and Employment Services Coordinator
College of the Rockies
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jdoe@cotr.bc.ca| [www.cotr.bc.ca](http://www.cotr.bc.ca/)

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*I would like to give thanks to the Ktunaxa People whose unceded ancestral lands the College of the Rockies resides on. I feel honoured to live, work and play in this beautiful territory.*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Here are some updated guidelines:**

* We ask that you use Calibri font, no larger than 12 pt or smaller than 8 pt, and to have your name be at least 1 pt larger than the rest of the text.
* Including your pronouns after your name, if you wish, is optional.
* Adding a promotional line - highlighting programs, services, or events - is optional. Just be sure to keep your signature updated so it is not announcing past events. Recommendation for promotional line is 9 pt.
* A Territorial acknowledgement can follow the promotional line. Again 9 pt font is recommended. You can find the [Acknowledgement Protocol here](https://hr.cotr.bc.ca/Resources/Acknowledgement%20Protocol--%20COTR-FINAL%20Fall%202019.pdf).
* Including your email address is also an option. When you send someone an email, they already have your email address.
* If your name is frequently mispronounced, you can add an audio clip with proper pronunciation (like the example above which was created with [NameDrop](https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fapp.cyberimpact.com%2Fclick-tracking%3Fct%3D2tD7HPnq612vdfqAOD2ESdNfCP3QzsiMNBQVtmFiVvI3GXzAE00SmJ-SEqTy1KaQx_Ya2RJS5gmoV6XLHFbBqi-iE5P5b23Y0Fv4orMWVyY~&data=05%7C01%7Ckvishloff%40cotr.bc.ca%7C478b5113501141a47fae08db797274fe%7C7a2f8d69e77a49e2999eaccc9d9ba9c0%7C0%7C0%7C638237304716059694%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=OGXBS3QERrwd22Cl6gol%2BLkPxQ1GPgUQ5V9J%2FVeFJOI%3D&reserved=0)).